



Code of Conduct

This code of conduct is designed to maximize students' safety and the benefit they receive at The Hub. We ask parents and students to abide by them. A lot of planning and effort is put into lessons and activities with the aim that your child's experience at The Hub Club is a beneficial one.

1. Registration and Contact

All students must complete an application form and be registered before joining the Sunday School.

- a. All fees must be paid on time.
- b. No parent is permitted to disturb any class in any way; in cases of emergency or need of contact, you must contact the office.
- c. Any complaints must be submitted to the office.
- d. Meetings with teachers must take place at the end of the school day.
- e. All parents must ensure they are signed up for the ClassDojo app or any other system in use
- f. If your child has a medical, other condition, or statement of special needs, this must be stated on the registration form. If your child needs medication, this should be brought with them and left at the office and collected at the end of Sunday school.
- g. You must ensure contact information is up to date and if staff deem that your child is unwell or needs collection early, you should endeavour to arrive as quickly as possible
- h. You must inform the office if someone else is collecting your child. We will not send children home with anyone else without permission from their stated parent/guardian

2. Fees

We will confirm registration once forms have been completed and students have been added to our database.

- a. If you wish to withdraw your children, you must do so by email before the start of each term
- b. Once the term has started, the fees for that term are payable (you will receive an invoice by e-mail)
- c. If students leave the Hub Club during the term, we cannot refund fees even if the place is reallocated
- d. Students who subsequently re-join will in most circumstances have to pay registration fees

The Sunday School is staffed by volunteers with all surplus used to fund the masjid. These terms are designed to reduce the amount of administration in chasing fees. Unfortunately, a large amount of time is spent asking for fees to be paid, and parents do not inform us that their child has left. This deprives others of the opportunity to join the school.

3. Attendance and Punctuality:

It is imperative that students attend both regularly and on time. Absence and/or arriving late can have a detrimental effect on the quality The Hub Club strives to maintain and more specifically on your child's progress.

- a. Students **must arrive by 10am** at the latest.
- b. Doors will open 10 minutes before the start time; no student should be left at The Hub before 9:50AM.
- c. Students must be collected within 15mins after the end time. We cannot undertake to look after children beyond 2pm and may impose a charge to pay for costs of cover if you are persistently late. All students are required to attend the end of school assembly which finishes at 1.45PM.
- d. Any absence or delay must be communicated to us beforehand.
- e. Any unauthorised and/or long absence (3 classes +) may result in your child losing their place.
- f. If you need to collect your child before 1.45PM, please inform the office at the start of the day. Your children should be asked to wait outside the office. To avoid disturbance, students should be collected at 12PM at the start of the lunch break and not during lesson time.

4. Dress Code & Hygiene:

Dress is a vital part in expressing our character, modesty, discipline and identity. Dressing well prepares an active and productive mind and mood which are both vital in The Hub Club's teaching and learning ethos.

- a. Students must attend with wud'u in clean and tidy clothes.
- b. All students must wear full length, loose and image-free clothing:
 - i. Girls must wear a headscarf and not have short sleeves.
 - ii. Boys should preferably wear a hat and may wear a watch (no other jewellery please).
 - iii. Girls may wear studs and one ring with no hanging jewellery/accessories.

- iv. Students should not wear tight jeans, tracksuits, pyjamas, leggings, jeggings or shorts.
- c. For younger children, please ensure your child is able to use the toilet facilities appropriately and maintain the level of personal cleanliness required. Please explain to your child that excessive visits to the toilet will not be permitted.
- d. If your child soils themselves, parents may be asked to assist in cleaning and/or agree to pay a charge for cleaning of carpets etc.

5. Books, Equipment and Resources:

To ensure your child is well prepared for the teaching, tasks and activities planned by The Hub Club, it is important that students come prepared and with the necessary books and/or equipment.

- a. All books, equipment and resources must be respected and cared for.
- b. In the case of loss or damage of books and/or equipment, payment will be required to replace resources.
- c. No graffiti or other forms of disregard for books, equipment and resources will be expected.
- d. If books and equipment are repeatedly left at home or lost, we will request a meeting with parents.
- e. Please ensure that all belongings are collected at the end of the day. We will only keep lost property for one week before disposal.

6. Behaviour and Discipline:

A learning environment begins with healthy self-esteem and respect for others. Parents are our partners in promoting the development of self-discipline and appropriate, respectful behavior. Therefore, discipline is a **shared responsibility** between the home and The Hub Club.

- a. Students must respect all staff, students and learning environments.
- b. Students will not take any matter into their own hands and must report any grievances to staff.

We follow a positive behavior policy in which students will be praised and rewarded for excellent behavior. However, students will also be made aware whenever their behavior or effort falls below standard.

Any poor behavior, such as use of foul language and physical or verbal misconduct will not be tolerated at The Hub Club and will be subject to a reprimand, disciplinary action or in severe and/or repeated cases, permanent exclusion.

Where the staff believe there has been a serious breach of the Code of Conduct (in cases of physical violence, bullying and/or racism) whereby the welfare and safety of the students and staff is at risk, this will lead to immediate and permanent exclusion.

7. Homework and Revision:

To ensure that your child benefits from their learning experience at The Hub Club, it is paramount that parents assist with homework and ensure revision is up to date.

- a. Parents should endeavour to discuss topics covered at home and
- b. Parents should encourage students to recite the du'a they have learnt as part of their daily routine

8. Monitoring, Assessment and Application of Learning:

The Hub Club encourages that teaching and learning go beyond the classroom and have a positive impact on students' religious, spiritual, social and cultural well-being. Learning and application will be regularly monitored and assessed. The Hub Club will provide written and verbal feedback.

- a. Parents should make the utmost effort to attend all meetings, parent's sessions or other invitations to discuss students' progress.
- b. Parents are asked to monitor & reinforce their child's progress and application of learning in their daily lives.

9. Electronic devices

No electronic devices are allowed during lesson time.

- a. If your child must have a phone, this must be switched off during class time
- b. Any unauthorized devices may be confiscated, and parents will have to collect them from the office.
- c. The Hub Club takes no responsibility for loss or damage of any device.

10. Photographs and Videos of classes and activities are taken to enrich feedback for parents and also publicity. If you would not like your child to be included in these, please inform in writing.

The purpose of this policy is to ensure a high quality and consistent learning experience that will benefit your child's development and progress.